

Job Announcement Attorney

Classification: CL-29 / \$60,028.00
with Promotion Potential to CL-30 / \$70,951.00
+ 10.4% Cost of Living Allowance

*Court Attorney
Job Announcement 10-03*

*Date Posted:
March 7, 2010*

*Closing Date:
March 13, 2010*



**U. S. District Court
for the District
of Puerto Rico**

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Clerk of Court
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Attention: Human Resources

**[vacancies@
prd.uscourts.gov](mailto:vacancies@prd.uscourts.gov)**

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES

POSITION OVERVIEW

The United States District Court for the District of Puerto Rico is seeking applicants for a Court Attorney position. The position offers full federal benefits including health insurance and retirement coverage.

REPRESENTATIVE DUTIES

Compiles and maintains a bank of model questions for use by the District Examination Committee. Facilitates the preparation of the bar examination by compiling and forwarding to bar examination committee members statistical data, including but not limited to, difficulty factor and discrimination indexes of prior bar examination results for the accurate preparation of model questions to stabilize the reliability of the District Bar Examination. Prepares comparative table with statistical data of questions used in previous bar examination in order to facilitate analysis and the preparation of new questions by the District Examination Committee. Analyzes statistical data of prior bar examinations and keeps it in a system of records. Assists the Chief Deputy Clerk in implementing mandates of the District Examination Committee and the Court. Prepares memorandums and notices with detailed instructions and other materials for the committee members to assist in the preparation of the exam, including drafting of portions of the examination, as required. Analyzes proposed questions submitted by the District Examination Committee and prepares comparative table of proposed questions and previously used questions to assist members during question selection meetings. Attends meetings of the District Examination Committee. Supplies information and answers technical inquiries of the District Examination Committee. Proofreads bar examinations and suggests amendments to same in order to improve the quality of the exam with regard to the methodology, English content, clarity, technical calibration and substantive content. Conducts meetings with and evaluates the statistical data of bar examinations with the Court's educational expert(s) for the continued line calibration of the bar exam and to make necessary adjustments to improve the same. Coordinates the rental of facilities to conduct the bar examination with several entities and the finance division. Organizes continued legal education activities in support of the Federal Bar Association, the Criminal Justice Act Panel and other professional entities like the National Institute for Trial Advocacy ("NITA"), in support of the Court, as assigned by the Chief Deputy Clerk. Organizes Community Outreach Programs and public activities on behalf of the Court, as directed by the Chief Deputy Clerk. Analyzes and researches bill of costs and oppositions thereof filed by parties and reviews the case docket as well as other legal documents and drafts orders for the Chief Deputy Clerk's issuance for the taxation of costs. These orders are drafted in light of applicable rules and case law. Continually reviews statements and general ledger regarding the non-appropriated fund accounts and prepares statements of budgeted revenues and expenditures for each fiscal year. Researches and drafts legal memoranda regarding potential disciplinary actions against members of the bar and other legal questions from Judges. Researches and drafts proposed Clerk's Office notices, opinions, orders, and internal and external policies and procedures, as well as judges opinions and orders, as required. Plans and executes successful internal audits by assessing key risk factors and control activities. Drafts internal audit

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reports, identifying, investigating and gathering supporting documentation for audit issues and provide cost-benefit/value added recommendations for leadership. Clearly communicates audit issues to management. Establishes and maintains strong relationships with managers and staff, as well as relationships with judges and chambers' staff. Remains current and increases command in related areas utilizing self-study and/or continuing education efforts as required by certifications. Participates in task forces and committees and works collaboratively with other team members.

Qualifications

To qualify for the position, the applicant must possess a law degree (J.D. or LL.B) from a law school accredited by the American Bar Association and be admitted to practice before the United States District Court for the District of Puerto Rico, the highest court of a State, the District of Columbia, the Commonwealth of Puerto Rico, the Territory of Guam, the Commonwealth of the Northern Mariana Islands, or the Virgin Islands of the United States, including three years of post JD legal work experience, including at least one year equivalent to work at a lower grade.

Applicant must have a degree in accounting. The applicant must also have the following experience:

Legal Work Experience

Legal work experience is progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while in military service may be credited, on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation.

Personal Qualifications:

Must be responsible, tactful, possess good judgment and initiative and able and willing to work harmoniously with others in a team oriented work environment. Ability to manage time setting multiple priorities. Willingness and ability to follow oral and/or written instructions. Must have a strong written and oral knowledge of the English language. Must be able to work in a formal office environment.

APPLICATION PROCESS

Qualified candidates who wish to apply should submit a cover letter, together with a detailed resume including educational, employment, and salary history, a writing sample, and AO-78 Application for Judicial Branch Federal Employment (available in the Clerk's Office or on our website www.prd.uscourts.gov). The announcement number must be clearly indicated on the front page of your cover letter and application. The letter of interest, along with the AO-78 form, should be submitted to the physical address or to our vacancies e-mail address indicated at the left of page one by **Saturday, March 13, 2010**. Documents should be submitted in PDF format or Word. Only those applicants selected for interview will be contacted. NO TELEPHONE CALLS WILL BE ACCEPTED.

CONDITIONS OF EMPLOYMENT

- Employment will be considered provisional pending the successful completion of a FBI Fingerprint Background Check.
- Employees of the United States District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated at any time at the pleasure of the Court.
- This position is subject to mandatory EFT participation for payment of net pay.
- Reimbursement of relocation expenses is not permitted under Judicial Conference Policy in effect at this time.

An Equal Opportunity Employer